



## Great Baddow High School - FIRST AID POLICY

### 1. Purpose

To ensure Great Baddow High School has suitable and sufficient first aid provisions in school and complies with the Health and Safety (First Aid) Regulations 1981.

Although a school environment may be generally considered a lower risk activity, there is still a potential for injury and harm. GBHS will therefore ensure suitable and **sufficient first aiders** are in place, they are properly trained and have access to the right equipment and procedures.

The purposes of First Aid are:

- to preserve life
- to limit the effects of the condition
- to promote recovery.

### 2. First aider provisions and competence of training providers

A First-aid provision will be available at all times **while people are on school premises, and also off the premises whilst on school visits.**

Arrangements for first aid will be based on an assessment of risk, and will cover:

- numbers of first aiders / appointed persons
- numbers **and locations of first-aid equipment**
- arrangements for off-site activities/trips
- out of school hours arrangements e.g. **parents evenings.**

Appendix 1. The Assessment of First Aid Needs will be used to help in deciding the school's first aid needs.

Appendix 2. The checklist for first aid training competence will be used to ensure that the school has an appropriately qualified first aid training provider.

### 3. Risk

The presence of specific hazards, such as hazardous substances, dangerous tools and machinery may warrant specific or additional types of first aid equipment, trained personnel etc. Consideration will be given as to where any first aid **provision is located in relation to the hazards.** In higher risk areas such as science, D&T, PE etc. **at least one person will be trained to a minimum level of emergency first aid and be available when such areas are in use.** First aid containers will also be available within specific curriculum areas where an increased risk exists. Temporary hazards, such as building or maintenance work, will also be considered and suitable short-term measures put in place.

#### **4. Specific Needs**

Where there are staff or pupils with special health needs or disabilities this will be appropriately reflected in the level and type of first aid provision available. First aiders may require additional training to enable them to respond appropriately to specific health needs. This document sets out to provide general guidance only. If there are young people with disabilities, long-standing medical conditions or allergies which require special attention, individual and specialist advice will be sought about their treatment in the case of accidents or illness. The DfES Document Managing Medicines in schools and Early Years settings will be referred to for guidance.

Written parental permission will be obtained, to the seeking of any necessary emergency medical advice or treatment in the future. A written record will be maintained of any accident and this will be signed by the parent.

#### **5. Off-site and out of hours activities**

Before undertaking any off-site or out-of-hours activities, the school will assess what level of first-aid provision may be required.

#### **6. Accident statistics**

Accident statistics will be maintained as they can indicate the most common injuries, times, locations and activities on site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to.

#### **7. First aiders / appointed persons in schools**

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

#### **8. How many first-aid personnel are required**

There are no rules on exact numbers, a risk assessment will be completed. The school will consider the likely risks to pupils and visitors, as well as employees, when drawing up procedures and deciding on the numbers of first-aid personnel – see Appendix 1. [The Assessment of First Aid Needs](#)

When considering how many first-aid personnel are required, the school will also consider:

- adequate provision for lunchtimes and breaks.  
(It is good practice to encourage [lunchtime supervisors](#) to have first-aid

training)

- adequate provision for leave and in case of absences
- first-aid provision for off-site activities i.e. school trips.  
(If a first-aider accompanies pupils off-site, will there be adequate first-aid provision in the school?)
- adequate provision for practical departments, such as science, technology, home economics??, physical education
- adequate provision for out of hours activities e.g. sports activities, clubs
- adequate provision for trainees working on site. They have the same status as staff for the purposes of health and safety legislation.

Whilst at work first aiders will be expected to:

- provide care and treatment to any person, within the boundaries of their training
- get help or assistance if necessary
- ensure that adequate first aid supplies are maintained and available in the **first aid box as listed below**.
- ensure first aid boxes and provisions are available to anyone who needs first aid assistance
- assist with the completion of any accident investigation and reports.

## 9. First aid room

To comply with The Education (School Premises) Regulations 2012 GBHS has a suitable room that is used for medical treatment when required and for the care of pupils during school hours. The area, which contains a washbasin and is reasonably near to a WC.

## 10. Transferring children to hospital

**Staff will not take children to hospital in their own car;** it is safer to call an ambulance. A member of staff will accompany the child to hospital by ambulance and stay until a parent or guardian arrives. Health professionals are responsible for decisions on medical treatment where a child's parent or guardian is unavailable.

**Injuries to the head need to be treated with particular care. If there is any cause for concern an ambulance should be called as a precaution and their parents / carers informed immediately by telephone. For more minor bumps etc. the parent should be informed when they collect the child or by sending a letter home with the child as appropriate.**

## 11. First Aid Procedure

In the event that an employee, contractor or visitor becomes unwell or is injured at work they or a person on their behalf should:

- Contact the nearest first aider by the quickest means available

- Contact reception if a first aider cannot be located
- If the injury is life threatening (e.g. chest pains, head injuries, major bleeding, unconscious) and a paramedic is needed, dial 9-999 first and then inform reception that an ambulance has been called.
- Provide as much information as possible - including exact location and nature of the injury.

The first aider will

- provide immediate treatment, care and support for any acute injury or illness
- provide information regarding the injury and / or treatment to the line manager if requested.

The first aider will not

- give a diagnosis
- advise on pre-existing medical conditions
- dispense or administer any medication.

First-aiders may administer an Epi-pen (to treat anaphylactic shock) if they are dealing with a life-threatening emergency in a casualty who has been prescribed and is in possession of an Epi-pen and where the first-aider is trained to use it.

## **12. Accident and incident reporting and investigation see also para 6**

Minor injuries and bumps to children will be recorded in the school's accident book. Accidents and incidents of a more serious nature will be reported to ECC using the online accident / incident reporting form.

Much of the reporting criteria in relation to children that go to hospital from the scene of an accident has changed under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

If it is unclear if an accident/incident is reportable, it will be referred to the ECC Corporate Health and Safety team for clarification:

[hs@essex.gov.uk](mailto:hs@essex.gov.uk) or Tel: 01245 436896

## **13. First Aid Equipment**

First aid boxes and supplies are provided and maintained in accordance with the Health and Safety (First Aid) Regulations 1981. All boxes will contain the supplies that are required, having completed a risk assessment. Only specified first aid supplies will be kept.

As a minimum first aid boxes will contain:

- A leaflet giving guidance on First Aid
- 20 individually wrapped sterile adhesive plasters (assorted sizes)
- 4 individually wrapped triangular bandages (sterile)

- 6 safety pins
- Adhesive tape
- 6 medium (approx. 12cm x 12cm) sterile, individually wrapped un-medicated wound dressings
- 2 large (approx. 18cm x 18cm) sterile, individually wrapped un-medicated wound dressings
- Sterile eye pad
- Disposable gloves
- Plastic face shield(s)
- Alcohol-free cleansing wipes.

First aiders will be responsible for the safe storage, maintenance and restocking of first aid boxes.

#### 14. Data Protection and Confidentiality of Medical Information

First aiders will exercise care in maintaining the dignity of casualties and confidentiality of medical information acquired in the course of their duties. First aiders are aware that an individual may have right of access to information held about them and to redress for inappropriate use of their personal data.

Particular care will be taken in dealing with children, to ensure that appropriate safeguards are taken.

This policy will be reviewed every 2 years

APPENDIX 1.	CHECKLIST FOR ASSESSMENT OF FIRST AID NEEDS		Form Number: HSF054 V 1.0 Issue Date: Feb 2014 Procedure HSP 10.2
<b>Section A: HAZARDS</b>			
Use the findings of your general risk assessment and take account of any parts of your workplace that have different work activities / hazards which may require different levels of first-aid provision.			
Factor to consider	Space for notes	Impact on first-aid provision	
Does your workplace have low-level hazards such as those that might be found in offices and shops?		The minimum provision is: <ul style="list-style-type: none"> <li>• an appointed person to take charge of first-aid arrangements</li> <li>• a suitably stocked first-aid box.</li> </ul>	
Does your workplace have higher-level hazards such as chemicals or dangerous machinery?		You should consider: <ul style="list-style-type: none"> <li>• providing first-aiders</li> <li>• providing additional training for first-aiders to deal with injuries resulting from special hazards</li> <li>• providing a suitably stocked first-aid box</li> <li>• providing additional first-aid equipment</li> <li>• precise location of first-aid equipment</li> <li>• providing a first-aid room</li> </ul>	

		<ul style="list-style-type: none"> <li>informing the emergency services of specific hazards etc. in advance.</li> </ul>
Do your work activities involve special hazards such as hydrofluoric acid or confined spaces?		<p>You should consider:</p> <ul style="list-style-type: none"> <li>providing first-aiders</li> <li>additional training for first-aiders to deal with injuries resulting from special hazards</li> <li>additional first-aid equipment</li> <li>precise location of first-aid equipment</li> <li>providing a first-aid room</li> <li>informing the emergency services of specific hazards etc. in advance.</li> </ul>
<b>Section B: EMPLOYEES</b>		
How many people are employed on site?		<p>Where there are small numbers of employees, the minimum provision is:</p> <ul style="list-style-type: none"> <li>an appointed person to take charge of first-aid arrangements</li> <li>a suitably stocked first-aid box</li> </ul> <p>Where there are large numbers of employees, i.e. more than 25, even in low-hazard environments, you should consider providing:</p> <ul style="list-style-type: none"> <li>first-aiders</li> <li>additional first-aid equipment</li> <li>a first-aid room.</li> </ul>
Are there inexperienced workers on site, or employees with disabilities or particular health problems?		<p>You should consider:</p> <ul style="list-style-type: none"> <li>additional training for first-aiders</li> <li>additional first-aid equipment</li> <li>local siting of first-aid equipment</li> <li>your first-aid provision should cover any work experience trainees.</li> </ul>
<b>Section C: ACCIDENTS AND ILL HEALTH RECORD</b>		
What is your record of accidents and ill health? What injuries and illness have occurred and where did they happen?		Ensure your first-aid provision will cater for the types of injuries and illnesses that have occurred in your workplace. Monitor accidents and ill health and review your first-aid provision as appropriate.
<b>Factor to consider</b>	<b>Space for notes</b>	<b>Impact on first-aid provision</b>
<b>Section D: WORKING ARRANGEMENTS</b>		
Do you have employees who travel a lot, work remotely or work alone?		<p>You should consider:</p> <ul style="list-style-type: none"> <li>issuing personal first-aid kits</li> <li>issuing communications / personal mobile phones to employees.</li> </ul>
Do any of your employees work shifts or out-of-hours?		You should ensure that there is adequate first-aid provision at all times people are at work.
Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?		You should consider the need for provision in each building or on each floor.

Is your workplace remote from emergency medical services?		You should: <ul style="list-style-type: none"> <li>inform the emergency services of your location</li> <li>consider special arrangements with the emergency services</li> <li>consider emergency transport requirements.</li> </ul>
Do any of your employees work at sites occupied by other employers?		You should make arrangements with other site occupiers to ensure adequate provision of first aid. A written agreement between employers is strongly recommended.
Do you have sufficient provision to cover absences of first-aiders or appointed persons?		You should consider: <ul style="list-style-type: none"> <li>what cover is needed for annual leave and other planned absences</li> <li>what cover is needed for unplanned and exceptional absences.</li> </ul>
<b>Section E: NON-EMPLOYEES</b>		
Do members of the public or non-employees visit your premises?		Under the Health and Safety (First-Aid) Regulations 1981, you have no legal duty to provide first aid for non-employees but the HSE strongly recommends that you include them in your first-aid provision.

<b>APPENDIX 2.</b>	<b>CHECKLIST FOR FIRST AID TRAINING COMPETENCE</b>			Form Number: HSF053 V 1.0 Issue Date: Feb 2014 Procedure HSP 10.2
<b>Section A: TRAINERS / ASSESSORS</b>				
<b>CHECK</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>	
Do the trainers / assessors have a current First Aid At Work (FAW) certificate or qualify for an exemption?				
Do the trainers / assessors have an appropriate training / assessing qualification?				
<b>Section B: QUALITY ASSURANCE</b>				
Is there a documented quality assurance plan designating an individual to take responsibility for quality assurance, including assessment of the performance of trainers / assessors at least annually?				
<b>Does the designated person have a current FAW certificate or qualify for an exemption?</b>				
Does the designated person have an assessing / verifying qualification?				
Is there a documented course evaluation procedure?				
Is there a documented complaints procedure?				
<b>Section C: TEACHING CURRENTLY ACCEPTED FIRST AID PRACTICE</b>				

Is First Aid at Work and Emergency First Aid at Work (EFAW) taught in accordance with current guidelines on adult basic life support published by the Resuscitation Council (UK), and for other aspects of first aid, in accordance with current guidelines published by the Voluntary Aid Societies or other published guidelines that are supported by a responsible body of medical opinion?			
<b>Section D: TRAINING SYLLABUS</b>			
Does the course content adequately meet the needs of the workplace as indicated by the first aid needs assessment?			
For FAW does the syllabus include the topics listed in section 3.3 of the ECC First Aid Code of Practice HSP 10.2? And does the course include at least 18 training and assessment contact hours over 3 days?			
For FAW requalification, does the syllabus include the topics listed in section 3.3 of the ECC First Aid Code of Practice HSP 10.2? And does the course include at least 12 training and assessment contact hours over 2 days?			
For EFAW, does the syllabus include the topics listed in section 3.3 of the ECC First Aid Code of Practice HSP 10.2? And does the course include at least 6 training and assessment contact hours over 1 day?			
For EFAW requalification, does the syllabus include the topics listed in section 3.3 of the ECC First Aid Code of Practice HSP 10.2? And does the course include at least 6 training and assessment contact hours over 1 day?			
<b>Section E: CERTIFICATES</b>			
Do the certificates issued to students assessed as competent contain the name of the training organisation, the title of the qualification (e.g. FAW or EFAW), reference to the health and Safety (First-Aid) Regulations 1981, the date of issue and confirmation the certificate is valid for 3 years? (If training is neither FAW or EFAW the certificate should also list the learning outcomes of the syllabus on which candidates have been assessed).			

Prepared by: Paul Draper 18 June 2019

Reviewed and approved by Governing Body 3 July 2019